

Regular Board Meeting

DATE: May 19, 2003

TIME: 3:00 P.M.

PLACE: Menomonee Falls Public Library

AGENDA

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- 1) Call to order
- 2) Roll call
- 3) Adopt agenda
- 4) Comments from the public
- 5) Disposition of minutes
- 6) Bills and financial report
- 7) Reports: APL, Waukesha P.L., Staff, Director's report
- 8) Communications
- 9) Unfinished business

If you require a sign language interpreter, assistive listening devices, or other accommodations to participate in this meeting, please contact the Waukesha County Federated Library System office (896-8080 or 896-8089 TDD) at least 72 hours in advance

- 10) County funding report – (action item)
- 11) Response to Oconomowoc board (action item)
- 12) Fund balance report (information item) ??
- 13) Financial disclosure statements (information item)
- 14) Automation planning (discussion item)
- 15) Preliminary discussion – 2003 budget (discussion item)


- 16) Other items that may be allowed by law
- 17) Adjourn

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May 2003 Administrative Report 2

Attachments: *County Funding report.*

May 2003 Administrative Report

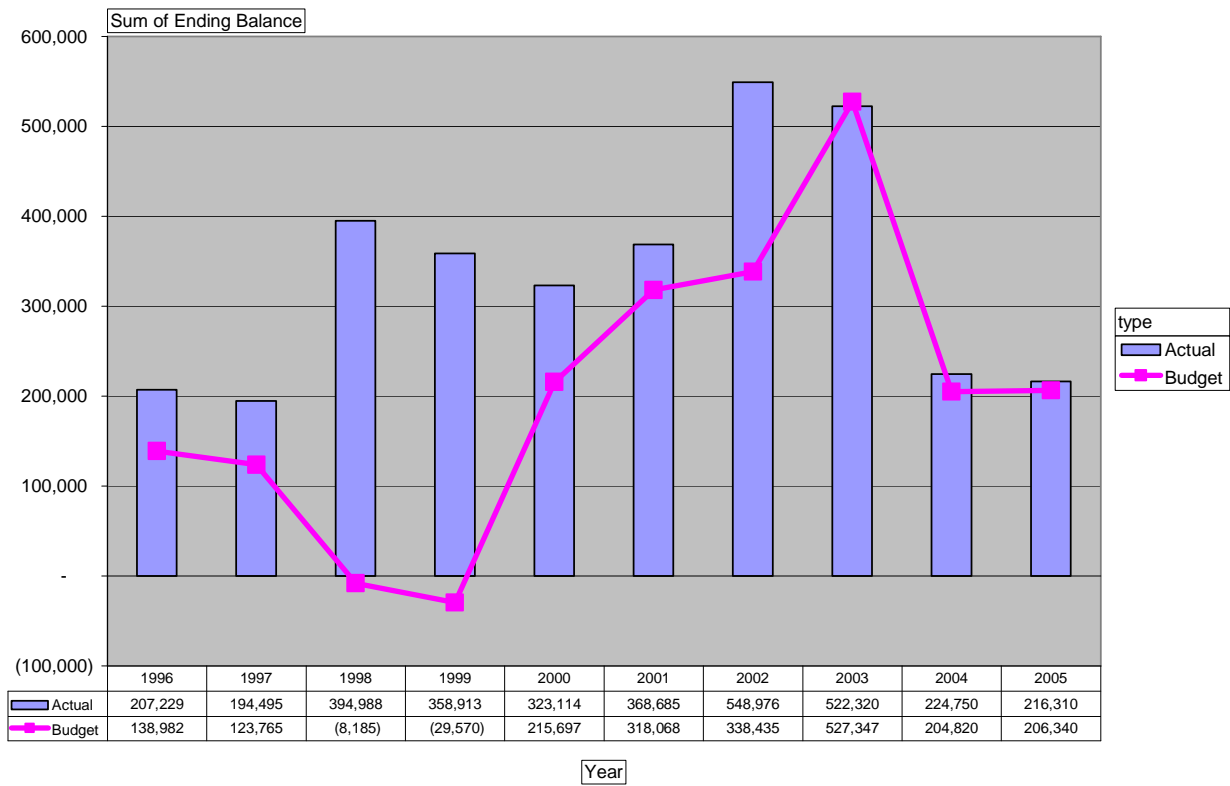
1. **Act 150 Planning Committee.** The final meeting took place on March 26. The WCFLS Board endorsed the plan at the April meeting. I presented the results to the Executive Committee of the County Board on May 5 and received a favorable vote. The enacting ordinance will probably go to the full County Board before the end of May.
2. **TEACH Grant, Automation Planning.** We are negotiating a contract with Linda Miller of LMA Techwork to do project assistance for the TEACH training and technical assistance grant.
3. **Best Fit Funding.** With the last mailing, you received my calculations for funding with the Best Fit Formula for 2004. Another copy is attached. It is also available on the WCFLS Web site under "information for member libraries." Please come prepared to act on this item.
4. **System Plan and Budget for 2004.** We need to begin to build the 2004 budget despite very uncertain economic times. Please come prepared to brainstorm about 2004 budget priorities. I will not have budget recommendations until our June meeting, but we do expect a 0% increase in state aid, so we need to be making cuts in ongoing programs even as we work to reduce our one time fund balance amount. Regarding the use of fund balance that we have been considering for shared automation, there are several options. I plan to recommend option a) to the WCFLS board in June as part of the entire budget package.
 - a. Use about \$250,000 in System fund balance to leverage a shared automated system vended by Waukesha P.L.
 - b. Do nothing.
 - c. Go back to aiming at 2-3 shared systems and just pass out about \$250,000 in fund balance with no strings attached.
 - d. Use the TEACH grant money to plan for the next generation and bank the fund balance as a "designated reserve." Plan to borrow money from common school fund or another source in 3 - 5 years and buy a whole new system that everyone can join.
5. **Legislative Issue.** A state legislator is planning to introduce legislation to eliminate the requirement in state law for the minimum mill rate for exemption from the county levy and the three-year average requirement for continued membership in a system. I have heard nothing further on this, but will continue to monitor the proposals.
6. **Patron Registration and Overdues Report.** Several months ago, we were asked to find out about library practices regarding registration and overdues. I asked Laurie to put together reports on the responses. The excellent summaries that she did are attached.
7. **Databases and Technology Planning.** Mellanie has scheduled a number of training sessions and demonstrations for databases. These include Mitchell demonstrations, the Genealogy workshops and others. She has also worked on putting together a revision to our technology plan and worked with Waukesha Public on the planning for shared automation.
8. **Waukesha County Reads.** Claudia is working on a final report for this program. She should have more to share with you at the meeting.
9. **WCFLS has a new logo!** Nancy Fletcher reports on the new logo. It incorporates the flow of our natural landscape in Waukesha County; it has energy and direction; and one can see the pages of an open book as well as a "W" in it. We wanted a logo that symbolizes the future.
10. **LSTA ESL Grant Update.** WCFLS is working with the Literacy Council to schedule "Spanish that Works in the Library" classes for staff of member libraries who want to learn key phrases in Spanish that will be useful in the library. At the time of this report, we envision two one-hour classes per week for 8 weeks. I will provide you with more information as it becomes available.
11. **Waukesha County Diversity Task Force.** Nancy reports that this task force includes representatives from WCTC, Carroll College, UW-W, the corporate world, schools, human service agencies, government, NAACP, LaCasa, LIBRARIES etc., etc. She has been involved for several months and is very excited about the determination, level of participation, organizational structure and mission of the task force. We have been planning an all day program, "Building on the Strength of Diversity: *Diversity-EnRICHing Waukesha County*" to be held September 11th at WCTC. Look for more details!

Budget Report – May Meeting

At one third of the way through the year, we received and spent 1/2 of the county (105) revenues. We received 75% of state funds & interest (105) and spent almost exactly 1/3 of the budgeted amounts. In Fund 115 (federal and other), we have spent about 1/5 of the budgeted amounts and have not yet received the revenues – we claim federal LSTA after the fact, and we paid out the Lakeshores money before the revenue was deposited (on May 2nd).

	L	M	N	O	P	S	T
	Account	2001 Budget	2001 Actual	2002 Budget -	Projected 2002 FINAL (UnAudited)	2003 Revised Budget	To Date May 1, 2003
1							
2	County - 105	\$2,183,178	\$2,183,178	\$2,364,431	2,364,431	2,544,105	1,272,053
3	State & Interest -110	972,029	993,616	974,622	988,321	956,503	727,231
4	Fed & other -115	159,387	231,257	160,128	185,382	288,103	
5	Total Revenue	3,314,594	3,408,052	3,499,181	3,538,133	3,788,711	1,999,284
6	Library pymts - County 105	2,183,178	2,183,178	2,364,431	2,364,431	2,544,105	1,272,053
7	Personnel - 110	447,306	407,470	432,352	430,972	467,305	136,807
8	Operating - 110	473,422	419,111	507,961	374,532	437,485	153,594
9	Indirect -110	51,301	41,827	64,559	53,478	73,342	16,141
10	Assets - 110				0		
11	Subtotal State - 110	972,029	868,408	1,004,872	858,983	978,132	306,542
12	Federal/other -115	164,433	310,894	160,128	164,138	288,103	58,533
13	Total Expenditures	3,319,640	3,362,481	3,529,431	3,387,552	3,810,340	1,637,128
14	Revenue over (under) expend.	(5,046)	45,571	(30,250)	150,582	(21,629)	362,156
15	Beginning Balance	323,114	323,114	368,685	398,395	548,976	548,976
16	Ending Balance	\$318,068	\$368,685	\$338,435	\$548,976	\$527,347	\$911,132

Fund Balance History and Projections



Expenditure History



Revenue History

